



ActivLearning

Training Series
addendum

The **ActivClassroom** *by* PROMETHEAN



ActivInspire 1.6 Update

Promethean continues to evolve the ActivInspire software to maximize functionality, simplify lesson preparation, and enable you to deliver dynamic interactive lessons. There are several new tools available in version 1.6 of the ActivInspire software, in addition to some enhanced functionality within existing features.

This addendum contains information about the new and updated features in ActivInspire 1.6 and step-by-step instructions for using them.

The first section, `New Tools`, introduces the new features, including Page Extender and Equation Editor capabilities. The second section explains the enhancements that have been made to existing tools included in the Core Essentials and Beyond the Essentials manuals. For easy reference, the corresponding manual and page number are listed next to each feature for access to a full description of the tool.



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ADDENDUM



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New Features

With the release of ActivInspire Version 1.6 you will find a number of exciting new features and functionality. These new capabilities are explained in this section of the ActivInspire v1.6 Addendum.

Automatic Software Upgrade Notification

ActivInspire 1.6 offers an automatic notification of software upgrades upon startup. This option requires an internet connection. To disable/enable this option:

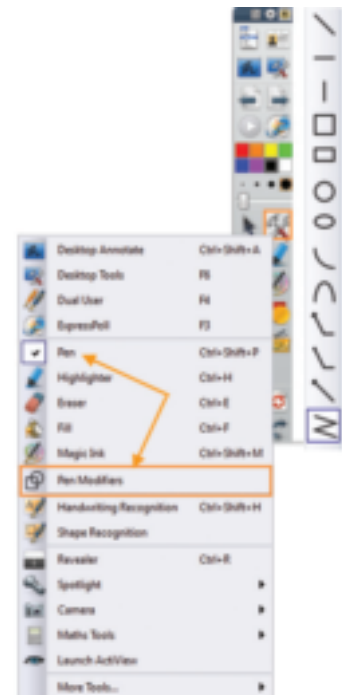
- Choose Edit>Profiles.
- Choose the 'Settings' tab.
- Select 'Online Settings' from the menu on the left side of the 'Edit Profiles' Dialog Box.
- Place a check in the 'Check for software update on startup' box to enable, Remove the check to disable.

Pen Modifier Tool

The Pen Modifier tool offers options to create lines and simple shapes when used in conjunction with the annotation tools. Objects created using the Pen Modifiers are annotations and default to the Top layer of the flipchart page.

The Pen Modifiers are only available if an annotation tool is currently active. The annotation tools are the Pen, Highlighter, and Magic Ink.

- Choose the desired annotation tool.
- Click the Tools icon on the Main toolbox.
- From the drop-down menu choose Pen Modifiers. The Pen Modifier toolbox will be displayed.
- Choose the desired modifier. The selected modifier's icon will be highlighted with the Pen Modifier toolbox.



- Set the desired width of the annotation from the Preset Widths or the Pen Width Slider. Choose the desired color from the Color Palette.
- Place the cursor on the flipchart page. Click and drag to draw. Release the mouse click when the shape or line reaches the desired size.

The Pen Modifier toolbox options remain available for use until a tool other than an annotation tool is selected. To draw freehand while the Pen Modifier toolbox is active, click again on the currently selected modifier to toggle it off. The annotation tool will draw freehand until a modifier option is again selected.

The Line-Chain modifier can be used to draw irregular shapes or lines.

- Activate an annotation tool.
- Select 'Pen Modifiers' from the Tools menu.
- Select the 'Line-Chain Shape' option from the Pen Modifier toolbox.
- Move the cursor onto the page and apply a single mouse click to establish the start point for the shape or line.
- Move the cursor to the point where the line is to change direction. A straight line follows the cursor.
- Apply a single mouse click. Move the cursor to the point where the next direction change is to occur. Apply a single mouse click. The straight line continues to this point.
- To create a irregular shape, continue to move the cursor, applying a single mouse click at the point of each direction change required to draw the desired shape. When the cursor is clicked at the start point of the shape, the shape is complete and the line is released from the cursor.
- To create an irregular line, continue to move the cursor, applying a single mouse click at the point of each direction change required to draw the desired irregular line. When the line is as required, double-click. The line is released.



Objects created using pen modifiers are edited in the same manner as all other annotation objects.

Note: A profile can be edited to add the Pen Modifiers tool to the Main toolbox for easy access. Choose Edit>Profiles>Commands to make changes to a profile's toolbox.

Page Turn Effects

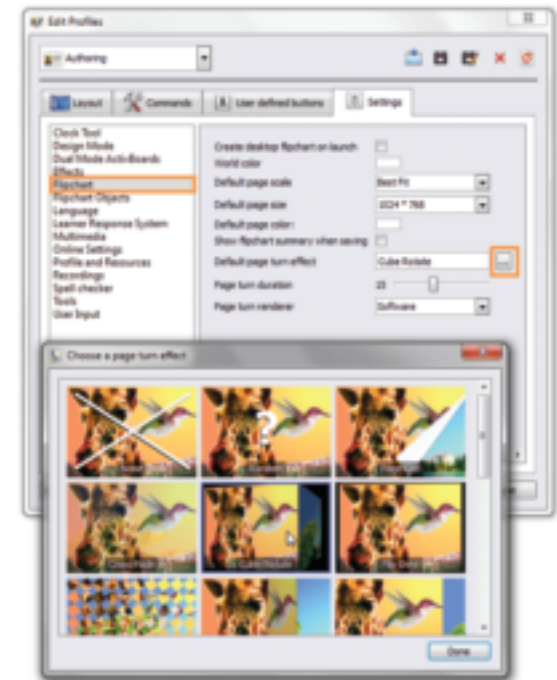
Page Turn Effects are a property of each profile's settings. The default page turn setting for all the profiles in ActivInspire is 'None'. You can choose to change a profile's default setting to one of several effects so that when that profile is active, the selected effect is applied each time a page is turned.

It is also possible to edit the properties of an individual flipchart page so that it turns with a specified effect. When a page turn effect is set within the page properties, the page setting will override the active profile.

To edit a profile's 'Page Turn Effect' setting:

- Choose Edit>Profiles.
- Choose the 'Settings' tab.
- In the Profiles drop-down menu, choose the profile to be edited.
- From the left side of the Edit Profiles box, choose 'Flipchart'.
- Click the Browse button next to 'Default page turn effect' to display the 'Choose a page turn effect' Dialog Box.
- Scroll through the options. Click on a thumbnail to select it and to view an example of the effect.
- Once the desired effect has been selected, click 'Done' to close the dialog box.
- Click 'Done' to close the 'Edit Profiles' Dialog Box.

Note: The 'Page turn duration' setting may be altered by using the slider to lengthen or shorten the timing of the effect.



To quickly change the page turn effects for the currently active profile:

- Choose **View>Page Turn Effects** to display the 'Choose a page turn effect' Dialog Box.
- Scroll through the options. Click on a thumbnail to select it and to view an example of the effect.
- Once the desired effect has been selected, click 'Done' to close the dialog box.

Note: All flipcharts displayed when this profile is active will turn with the selected page turn effect.

Note: Page turn effects will not be applied if Page Properties>Tools is set to open a tool on the next accessed page.

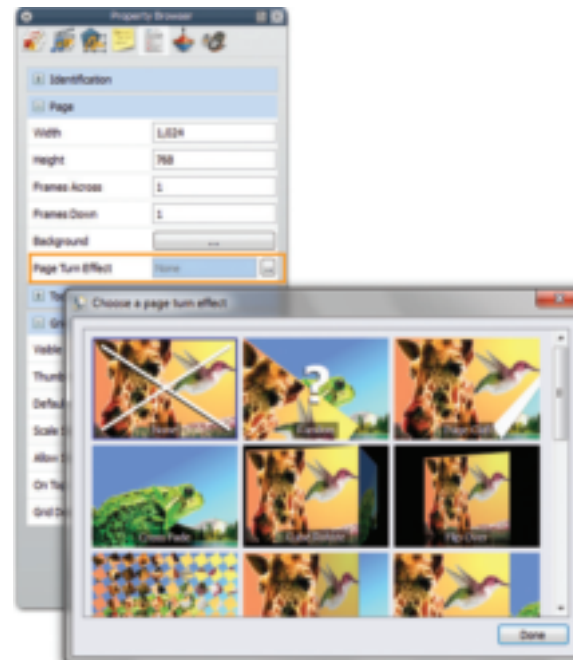
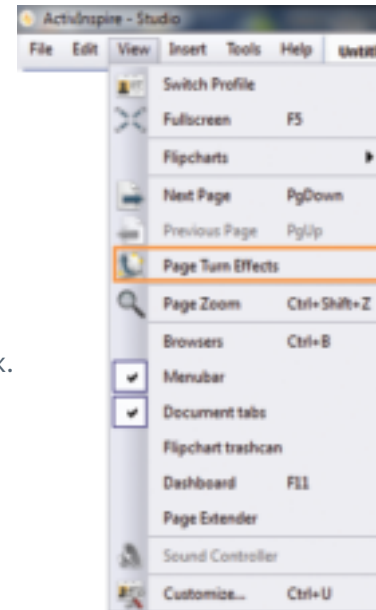
The Page Turn Effects Property for an individual flipchart page is located in the Properties Browser. The default property is 'None'. This allows the page effect to be based on the current profile's setting.

To set a specific page turn effect to an individual page:

- Choose **View>Browsers**.
- Select the Property Browser.
- Click the Browse button next to 'Page Turn Effect' to display the 'Choose a page turn effect' Dialog Box.
- Scroll through the options. Click on a thumbnail to select it and to view an example of the effect.
- Once the desired effect has been selected, click 'Done' to close the dialog box.

When the page is turned, the defined page turn effect will be applied instead of the effect designated by profile settings.

Note: A page maintains all property settings when saved as a resource, moved within a flipchart, or copied to another flipchart.



New Features

Equation Editor

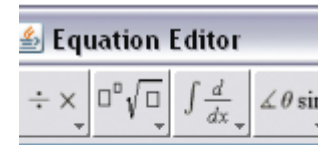
The Equation Editor allows you to create equations and formulas and add them to the flipchart page. Equations may be created away from the board using your computer keyboard or while at the board using the On-screen Keyboard with your Equation Editor tool.

To create an equation:

- Choose **Main Menu>Insert>Equation**. The cursor will change to the pi symbol indicating that the Equation Editor tool is chosen.
- Click on the flipchart page in the area where you wish to place the equation.
- The Equation Editor palette will launch displaying a ribbon of equation building options.
- Select an option from the ribbon that meets your need. A drop-down menu will display a sub-set of options. Select from many different equation building symbols including, exponents, square roots, fractions, and divisions to name a few.



- Click on the required symbol or math structure within the drop-down menu to add it to your equation. The symbol or structure will appear in the Equation Editor palette.
- If the structure contains placeholders, click in the placeholder and type the numbers or symbols.
- Click 'OK'. The equation will appear on the flipchart page.

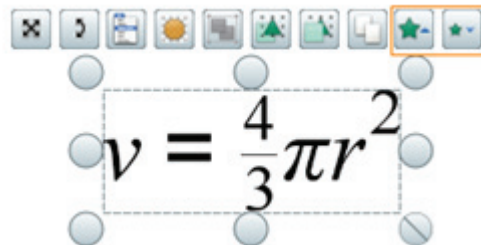


$$v = \frac{4}{\square}$$

Note: Objects created with the Equation Editor are defined as Equation objects in the Object Browser.

Editing an equation:

- To resize an equation object select the equation and use the sizing handles to change its size. You may also use the Increase/Decrease object size tools in the Marquee Handles.



- To change the color, select the equation and click on the desired color swatch in the Color Palette of the Main toolbox. You can also use the Fill tool to change the color of the equation. Click on the Fill tool, choose a color from the Color Palette and click on the equation.
- To edit an equation, double-click on the equation to re-launch the Equation Editor palette. Make necessary changes to the existing equation.
- Click 'OK'.

Note: When adding variables to your equations in the Equation Editor, click the space bar after typing each letter. This will allow the letters to remain italicized.

New Features

Page Extender Tool

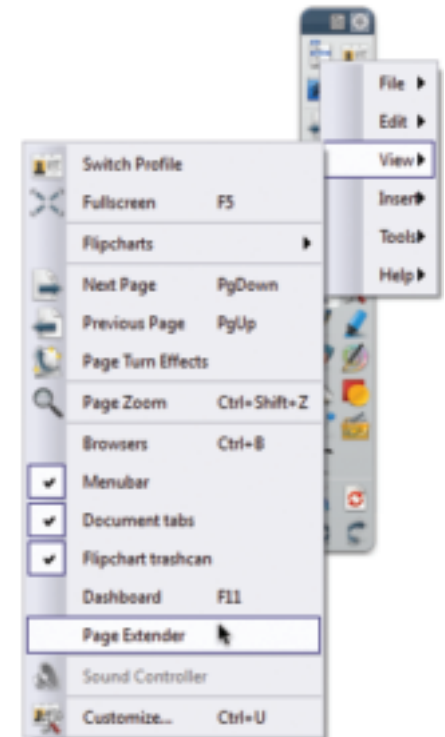
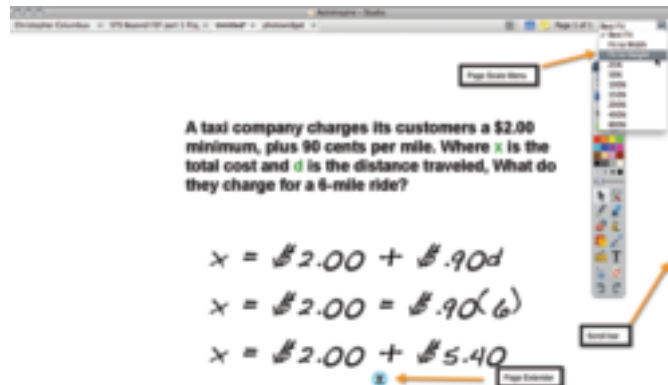
The Page Extender allows you to quickly add more workspace by extending the height of the active flipchart page.

The Page Extender is not displayed by default.

To view the Page Extender:

- Click on Main Menu> View>Page Extender.
- The Page Extender icon appears at the bottom of the flipchart page. It can be clicked and dragged to any desired location on the page.
- Click the Page Extender icon to extend the height of the current page by 10 percent.
- Continue to click the Page Extender icon to add more space as needed.

When additional height is added to the page, a scroll bar appears to the right of the flipchart page to allow access to the added space. Use the scroll bar to scroll up and down the page as needed.



Note: The entire page may be viewed by clicking the 'Page Scale' menu and choosing 'Fit to Height'.

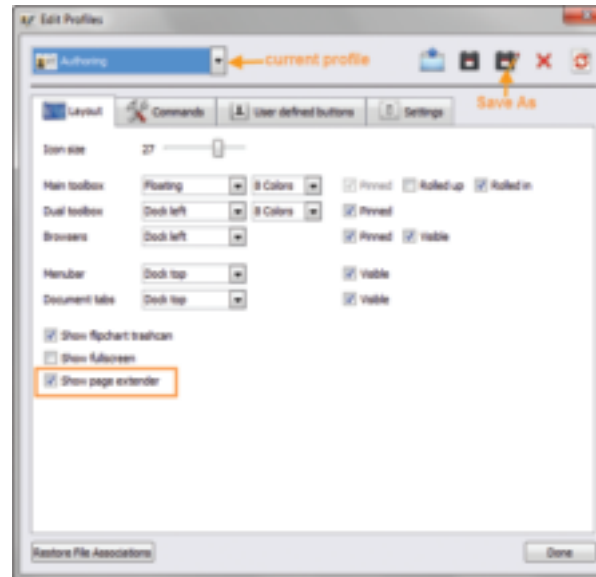
Once the Page Extender is made active within a profile, it remains available on each page of all flipcharts opened within that profile.

To close the Page Extender:

- Click on **Main Menu>View>Page Extender**.

To set a profile to include the Page Extender as a property of the profile's layout:

- Choose **Edit>Profiles**.
- Select the 'Layout' tab within the 'Edit Profiles' Dialog Box.
- Place a check next to 'Show page extender'.
- To save the currently active profile with this setting:
 - Click 'Done'.
- To define a new custom profile with this setting:
 - Click the 'Save Profiles As' icon.
 - Give the profile a unique name.
 - Click 'Save'.



Note: Backgrounds consisting of photographs, patterns, textures, etc. will stretch as the page is extended.

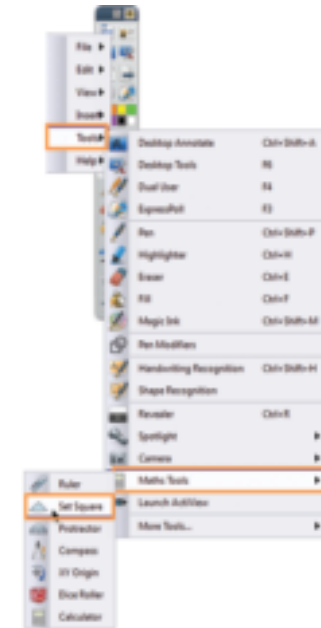
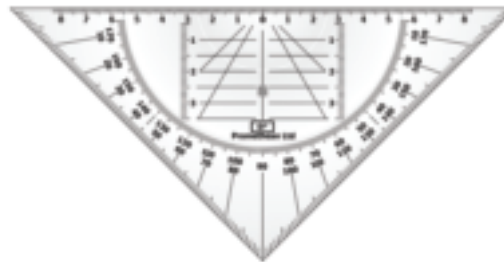
New Features

Set Square

The Set Square is an addition to the Math Tools. It has many uses such as measuring angles and checking that lines are parallel.

To access the Set Square tool:

- Select Tools>Maths Tools>Set Square.



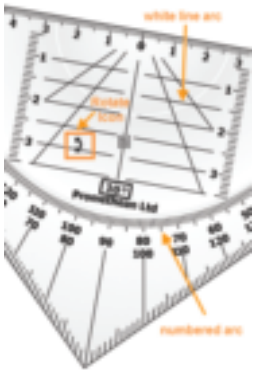
To move the Set Square:

- Move the cursor inside the area of the small white lined arc of the Set Square tool. The cursor will display as the Freely Move icon.
- Click and drag to move the Set Square.
- Release the mouse click when the tool is in the desired location.



To change the size of the Set Square:

- Move the cursor over the area to the outside of the numbered arc. The cursor will display as the Size icon.
- Click and drag to the desired size.
- Release the mouse click when the tool reaches the desired size.



To rotate the Set Square:

- Move the cursor within the area between the small white lined arc and the large numbered arc. The cursor will display as the Rotate icon.
- Click and drag to rotate to the desired angle. The angle of rotation is displayed in the center of the Set Square.
- Release the mouse click when the tool is at the desired angle.

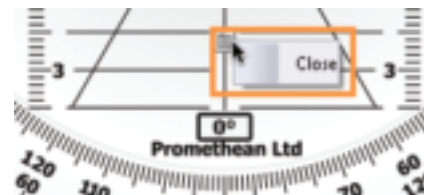


To draw a straight line using the Set Square:

- Select the Pen or Highlighter tool.
- Choose the color and width that you desire.
- Move the cursor near the outside edge of the Set Square. The cursor will display as the Pen or Highlighter tool icon.
- Click and drag along the outside edge of the Set Square.
- Release the mouse click when you have drawn the desired segment.

To close the Set Square:

- Click on the menu icon in the center of the tool and select 'Close'.



Enhancements

ActivInspire Version 1.6 offers some functionality enhancements to existing tools, making your options more expansive. These upgrades are explained in this section of the ActivInspire v1.6. Addendum.

Pen Tool (Core Essentials, Page 20) and Select Tool (Core Essentials, Page 26)

The Pen tool now remembers the last color and width used upon restart.

When using the Pen tool, it is possible to access the Select tool using a right click. This is especially helpful when working at the ActivBoard.



To quickly convert the most recently created annotations to text:

- Right-click and choose 'Convert to text' from the pop-up menu.

The Pen tool cursor can be turned off so it does not display.

- Choose Edit>Profiles.
- Choose the 'Settings' tab.
- Select 'Tools' from the menu on the left side of the 'Edit Profiles' Dialog Box.
- Remove the check from 'Show pen width indicator'.

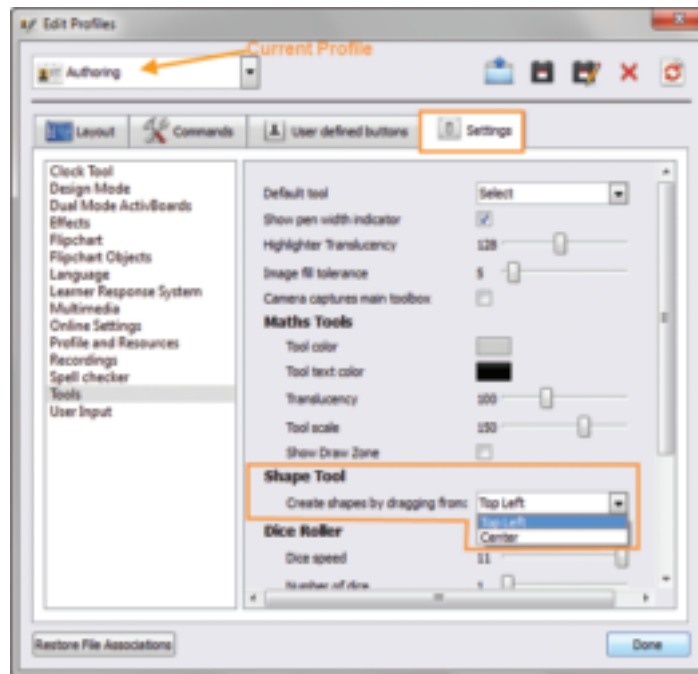
Shape Tool (Core Essentials, Page 33)

The width of a shape's outline can now be edited by choosing the shape with the Select tool and clicking one of the preset widths or moving the Pen Width Slider. The width of the outline will change accordingly.

It is now possible to create shapes by clicking at the point on the page that is to be the center of the shape and dragging away from the center. In order to create shapes in this way, it is necessary to edit a profile. To do so:

- Choose **Edit>Profiles**. The current profile will display in the upper left of the Edit Profiles dialog box.
- Choose the 'Settings' tab.
- From the menu on the left, choose 'Tools'. Tool options will appear in the left side of the dialog box.
- Under 'Shape Tool' click the arrow in the pop-up menu next to 'Create shapes by dragging from:'. Choose 'Center'.

When using the edited profile, all shapes will be created by clicking and dragging outward from their center point.

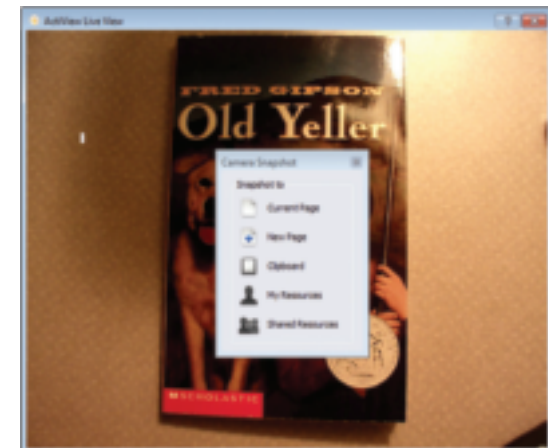
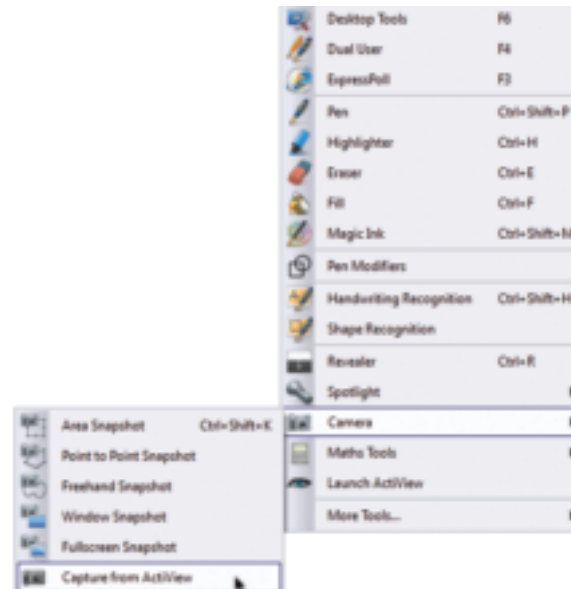


Enhancements

Camera Tool (Core Essentials, pg. 54)

You can now capture an image from the ActiView using the Camera Tool.

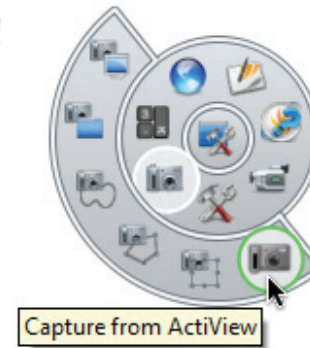
- Select Tools from the Main toolbox.
- Choose Camera>Capture from ActiView.
- Select an option from the Camera Snapshot window.
- The image will be placed according to your choice.



Desktop Tools-Camera Tool (Core Essentials, pg. 58)

ActiView capture is available within the Desktop Tools menu.

- Click the Desktop Tools icon on the Main toolbar. The flipchart is minimized and the floating Desktop Tools toolbox is displayed.
- Move the cursor over the Desktop Tools icon to display the available tools.
- Move the cursor over the Camera tool icon to display the capture options.
- Click 'Capture from ActiView'.
- Choose a location for the image from the five options in the 'Camera Snapshot' window.
- The image will be placed according to your choice.



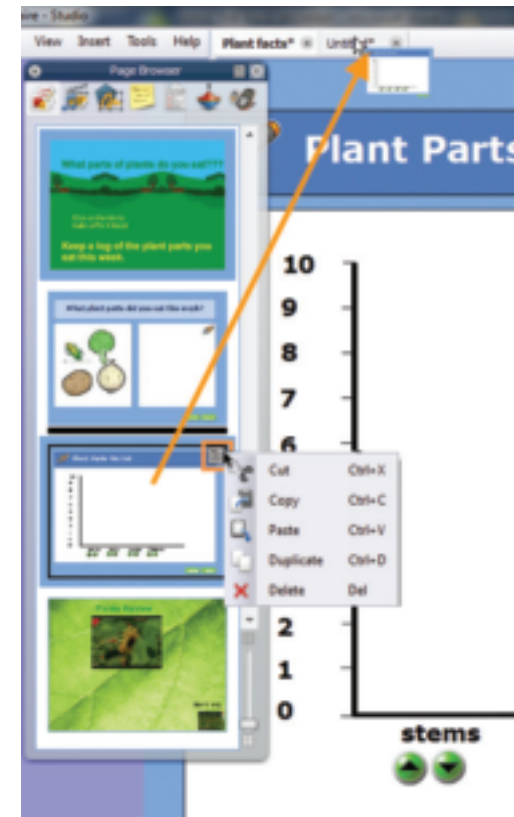
Enhancements

Page Browser (Core Essentials, Page 70)

The border surrounding a selected page within the Page Browser has been changed to black to make identifying the selected page easier.

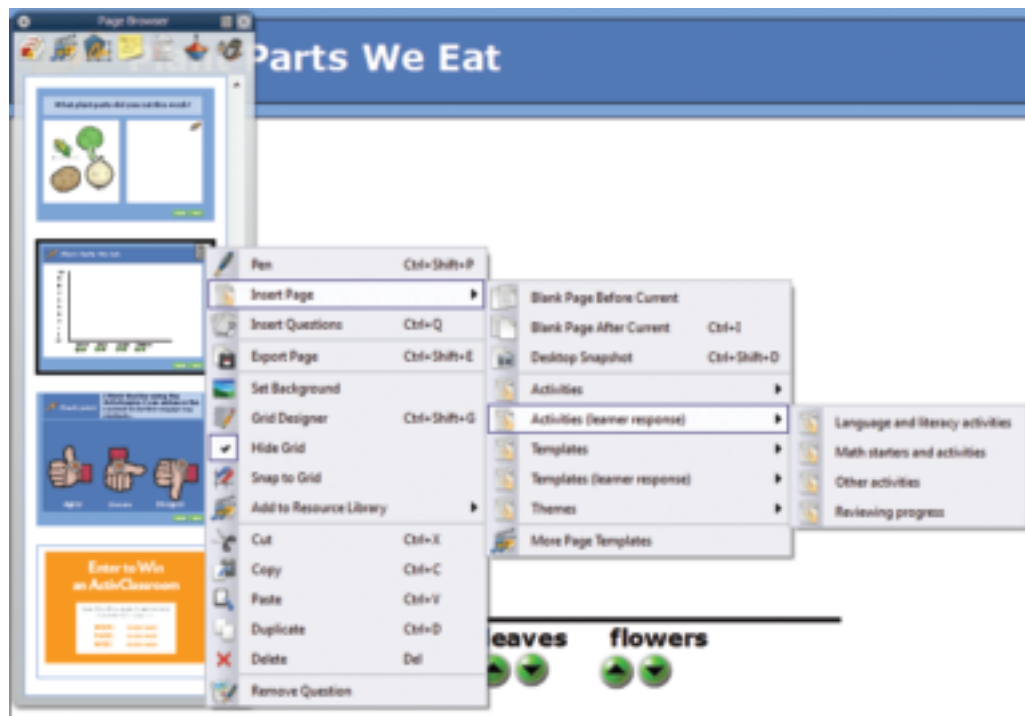
It is now possible to copy, paste, delete and duplicate multiple pages within the Page Browser.

- To select consecutive pages, click on the page thumbnail of the first page in the series, press and hold the Shift key and click the last page to be edited.
- To select non-consecutive pages, click on the first page to be included in the selection. Press and hold the Control key as the other desired pages are selected.
- A black outline surrounds the first page that was selected using one of the above methods; the other selected pages are outlined in blue.
- The Page Edit drop-down menu is available in the top right corner of the black outlined thumbnail. This menu offers edit options to cut, copy, paste, duplicate or delete the selected pages.
- The selected pages may also be copied to another flipchart using the drag and drop method. Simply click on one of the selected pages and drag to the tab of the flipchart where they are to be pasted.



Enhancements

- Multiple pages can be selected and reordered by clicking and dragging one of the selected pages to the desired place within the page order.
- The Page Edit drop-down menu now offers the option of Inserting Template, Activity and other page resources directly from the Insert Page menu.



Enhancements

Studio Calculator (Core Essentials, Page 94)

The calculator now offers more robust options.

- A backspace key is available to remove the last digit entered.
- The calculation can be clicked and dragged onto the flipchart page as a textbox. Simply click on the calculation and drag it onto the page.

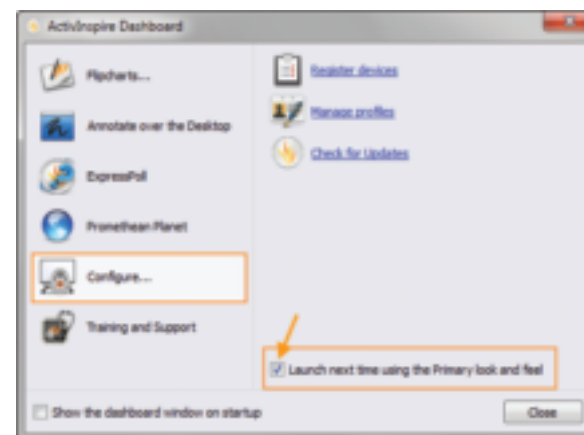


Primary Calculator (Core Essentials, Page 94)

The child's Calculator is now accessed by changing ActivInspire's interface to Primary rather than through a right-click pop-up menu. To make the Primary interface active:

- From the View menu, choose 'Dashboard' > 'Configure'.
- Place a check next to 'Launch next time using the Primary look and feel'.
- Quit ActivInspire. When ActivInspire is next opened, it will do so in the Primary interface.

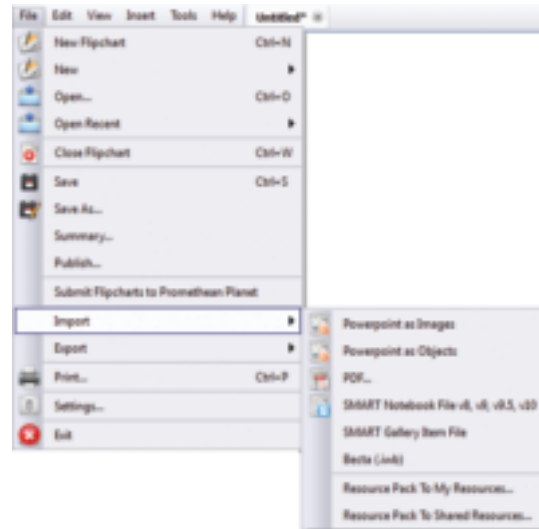
Note: To return to the Studio interface, follow the same steps. The checkbox will indicate 'Launch next time using the Studio look and feel'.



Importing Files (Core Essentials, Page 111)

In addition to the file types listed on page 111 of the Core Essentials manual, Becta (.iwb) files can now be imported. Becta is a common format for interactive whiteboard documents and allows files to be shared across different software programs.

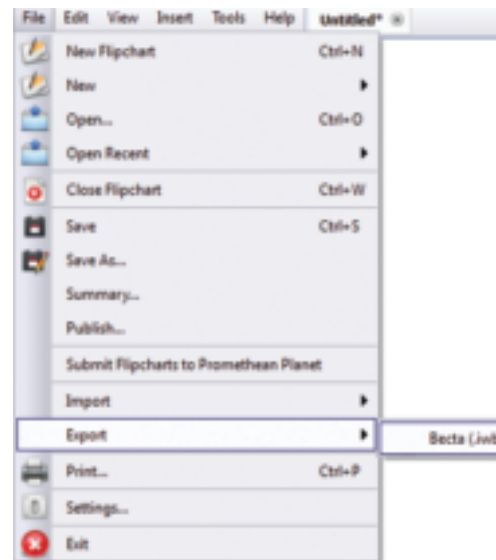
IMS, QTI, XML files, and ExamView XML files can no longer be imported.



Exporting Files

It is now possible to export flipcharts as Becta (.iwb) files.

- From the file menu choose **Export>Becta (.iwb)**.
- In the 'Save' dialog box, choose the location to which the file is to be saved, give the file a name and click save.
- The file will be created and exported.

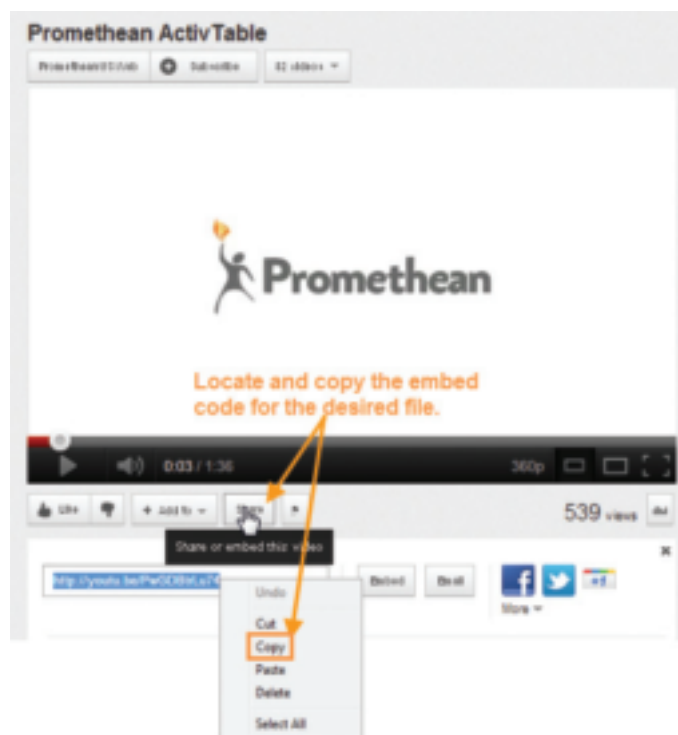


Enhancements

Insert Link (Beyond the Essentials, page 82)

Insert Link now includes the option of 'Embedded HTML'. This option allows you to embed content directly into the flipchart page so that content is immediately accessible within the flipchart rather than having to launch a browser. You can embed videos, widgets, Google Maps and documents. The embedded file will maintain all functionality. Embedded content is streamed live, so custom live feeds from Twitter, news feeds or other live sites will update immediately upon refreshing the embedded placeholder.

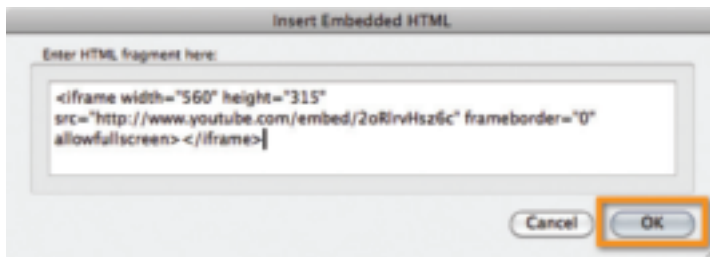
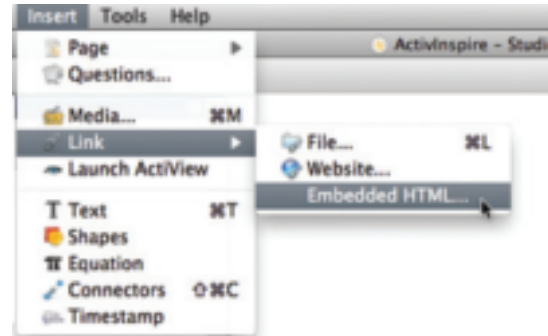
To embed a HTML code, you must first obtain an embed code for the desired file. Many popular video sites such as YouTube, SchoolTube and TeacherTube provide an easy to locate 'Share' or 'Embed' link. Google Maps provides a chain link icon that, when clicked, displays the embed code.



To insert an Embedded HTML:

In ActivInspire, select Insert>Link>Embedded HTML.

- Right-click in the 'Insert Embedded HTML' window and select 'Paste'.
- Click 'OK'.
- The file is now added to the page as an embedded placeholder.



To position the placeholder on the flipchart page:

- Choose the Select tool.
- Click and drag around the placeholder to select it.
- Click and drag the Freely Move icon to reposition the placeholder.





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